

**PERSONNEL AND TRAINING BUREAU  
TRAINING DIVISION**

**TRAINING NOTICE**

March 27, 2014

12.1.1

**TO:** Concerned Commanding Officers

**FROM:** Commanding Officer, Training Division

**SUBJECT: CALIFORNIA SPECIALIZED TRAINING INSTITUTE NOMINATIONS  
FOR DISASTER PLANNING COURSE**

It is requested that commanding officers submit nominations for the Disaster Planning Course, presented by the California Specialized Training Institute (CSTI) at San Luis Obispo, California. A description of this course is attached. There is no prerequisite for this 40-hour, **non** POST-certified, **non** POST-reimbursable course. The course dates are currently unavailable. Nominees will be notified of course dates once they are announced.


Captains, lieutenants, sergeants, and civilian managers responsible for emergency plans will be given priority consideration for attendance at this course. Due to attendance limitations, nominees will be selected based upon the relevance of the training to their current duties. It is important to consider the attendee's ability to impart the knowledge gained to others in field situations, roll call, and at training days. Final selection will be made by the Commanding Officer, Training Division (TD).

Commanding officers are requested to submit, in order of priority, the full name, rank, serial number, and work telephone number of the nominees on an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, TD. Please send nominations to Training Coordination Unit (TCU) via Department mail (Stop 412). The nomination must identify the Disaster Planning Course as the course being requested. **Nominations are due to TD by June 13, 2014.** Class dates and times are subject to change and/or cancellation by CSTI.

Any questions regarding this Notice should be directed to the Course Coordinator, Officer Lloyd Johnson, TCU, TD, at (213) 485-3161.

APPROVED:

  
MICHELLE VEENSTRA, Captain  
Commanding Officer  
Training Division

  
WILLIAM A. MURPHY, Commander  
Assistant Commanding Officer  
Personnel and Training Bureau

Attachment

Distribution "B"

California Specialized Training Institute  
Course Description

**DISASTER PLANNING COURSE**

40-Hour Course, non POST-Certified  
No POST reimbursement for tuition, lodging, or meals

This is one of the most beneficial courses available for emergency managers and those responsible for emergency plans. It offers concepts for developing and maintaining comprehensive disaster response plans. We teach the principles of the Standardized Emergency Management System (SEMS), with an emphasis in the Incident Command System as the jurisdiction's emergency management structure and organization. We also discuss Current State OES Planning Guidance and how local jurisdictions will receive and manage support from State, Federal and other support agencies.

We balance the course curriculum between theoretical concepts and practical applications of the tools presented, focusing on a "product-oriented" team approach to the planning process. As you participate in group planning meetings you will be able to apply the information and techniques presented in class to facilitate an enhanced awareness of team dynamics in the planning process.

We cover the following key topics:

- The 5-Part Operations Order as a Tool for Planning and Executing a Coordinated Operational Plan Involving Multiple Agencies and/or Departments
- A Team Approach to the Planning Process
- Problem Identification and Resource Analysis
- Principles of SEMS
- Action Checklists
- Plan Presentation Techniques
- Local Government Emergency Planning Guidance

As a chief executive, department head, staff planner or other employee from a public or private sector agency charged with a responsibility for your team's disaster plan, you are strongly encouraged to attend. Likewise, cities or counties who are interested in sending a planning team of eight to twelve people (representing a cross section of departments or agencies), must contact California Specialized Training Institute as soon as possible to facilitate team training.